السلام علیکم

دوستو! آج میں آپ کے لیے Inpage کی تمام Shortcuts Kyes لے کر آیا ہوں۔ خاص بات یہ ہے کہ اس کی Inpage File کی Attachment بھی شیئر کر دی ہے، جس سے آپ اس کو Download کر سکتے ہیں۔ Enjoy کیجئے اور اپنے دوسرے دوستوں کو Send کریے۔ اپنی رائے ضرور دیں۔   عبدالتواب

Caret movement and Text Selection

Previous Character	**Left Arrow**
Next Character	**Right Arrow**
Previous Word	**Ctrl+Left Arrow**
Next Word	**Ctrl+Right Arrow**
Previous Line	**Up Arrow**
Next Line	**Down Arrow**
Top of Previous Textbox	**Alt+Up Arrow**
Top of Next Textbox	**Alt+Down Arrow**
Top of Paragraph	**Ctrl+Up Arrow**
Top of Next Paragraph	**Ctrl+Down Arrow**
Beginning of Line	**Home**
End of Line	**End**
Beginning of Story	**Ctrl+Home**
End of Story	**Ctrl+End**
Select Word	**Double Click**
Select Paragraph	**Triple Click**

Text Editing

Toggle English and Urdu	**Ctrl+Space**
Delete Previous Character	**Backspace**
Delete Previous Word	**Ctrl+Backspace**
Delete Next Character	**Del**
Delete Next Word	**Ctrl+Del**
Cut	**Ctrl+X, Shift+Del**
Copy	**Ctrl+C, Ctrl+Insert**
Paste	**Ctrl+V, Shift+Insert**
Undo Previous Operation	**Alt+Backspace, Ctrl+Z**
Select All	**Ctrl+A**
Find Text	**Ctrl+F**
Replace Text	**Ctrl+R**

Text Formatting

Bold	**Ctrl+B**
Italics	**Ctrl+I**

Left Alignment	**Ctrl+Alt+L**
Right Alignment	**Ctrl+Alt+R**
Center Alignment	**Ctrl+Alt+C**
Justified	**Ctrl+Alt+J**
Full Justified	**Ctrl+Alt+F**
Toggle Text and Tab Modes	**Ctrl+Alt+T**
Define Style Sheets	**Ctrl+T**
Character Format	**Ctrl+H**
Paragraph Format	**Ctrl+G**
Increase Character Spacing	**Ctrl+F5**
Decrease Character Spacing	**Ctrl+F6**
Baseline Shift Up	**Ctrl+F7**
Baseline Shift Down	**Ctrl+F8**
Decrease Font Size	**Ctrl+F9**
Increase Font Size	**Ctrl+F10**

Page Movement

Scroll Page Up	**Page Up**
Scroll Page Down	**Page Down**
Scroll Page Left	**Ctrl+Page Up**
Scroll Page Right	**Ctrl+Page Down**
Scroll Page Up by One Line	**Shift+Page Up**
Scroll Page Down by One Line	**Shift+Page Down**
Scroll Page Left by One Line	**Ctrl+Shift+Page Up**
Scroll Page Right by One Line	**Ctrl+Shift+Page Down**

Page Change

Previous Page	**Alt+Page Up**
Next Page	**Alt+Page Down**
First Page	**Alt+Home**
Last Page	**Alt+End**
Toggle Master and Document pages	**Alt+Enter**

Page Editing

Alt Del	**Delete Pages**
Alt Ins	**Insert Pages**

Selected Object(s) Modification

Select All Objects	**Ctrl+A**
Select/Deselect Multiple Objects	**Shift+Mouse Click**
Delete	**Del**
Cut	**Ctrl+X**

Copy	**Ctrl+C**
Paste	**Ctrl+V**
Undo Previous Operation	**Alt+Backspace, Ctrl+Z**
Move Selected Objects	**Arrow Keys**
Smaller Movement	**Ctrl+Arrow Keys**
Move Selection Point	**Arrow Keys with mouse down**
Smaller Movement of Objects	**Ctrl+Arrow Keys with mouse**
Constrain Movement Vertically/Horizontally	**Shift while moving objects**
Move Objects to Original Position	**Escape while moving Objects**
Make Object to Square or Circle	**Shift while modifying an Object**
Make Line at any angle	**Shift while modifying a line**

Selected Picture Modification

Move	**Arrow Keys**
Smaller Movement	**Ctrl+Arrow Keys**
Delete	**Del**
Cut	**Ctrl+X**
Copy	**Ctrl+C**
Paste	**Ctrl+V**

View Change

Fit in Window	**F5**
50%	**F6**
Actual	**F7**
200%	**F8**
Zoom In	**Right Button Click**
Zoom Out	**Shift+Right Button Click**

File Operations

Create a New Document	**Ctrl+N**
Open an Existing Document	**Ctrl+O**
Save Document	**Ctrl+S**
Save As Document	**Ctrl+Alt+S**
Print Document	**Ctrl+P**
Print Setup	**Ctrl+Alt+P**
Close Document	**Ctrl+F4**
Import Text or Picture	**Ctrl+Y**
Export Text or Picture	**Ctrl+Alt+Y**
Import Picture	**Double Click on Picture Box**

Tool Selection

Text Box	Shift+F2
Title Text Box	Shift+F3
Link Text Box	Shift+F4
Picture Box	Shift+F5
Elliptical Picture Box	Shift+F6
Round Cornered Picture Box	Shift+F7
Graphic Box	Shift+F9
Elliptical Graphic Box	Shift+F10
Round Cornered Graphic Box	Shift+F11
Line	Shift+F12

Miscellaneous

Help	F1
Snap To Guides	F9
Typographic Preferences	F11
Application Preferences	Alt+F11
Document Preferences	Ctrl+F11
Go to the Last Edited item in Ribbon	F12
Go to the Page Scroller in Status Bar	Alt+F12
Go to the View in Status Bar	Ctrl+F12
Abort Current Import of Text	Escape
Exit	Alt+F4
Tab within a Table Cell	Ctrl+Tab
Application Preferences	Double Click On Tool Strip
Typographic Preferences	Double Click On Text Ribbon
Format Guides	Double Click On Rulers
Reset Ruler Origin	Double Click On Origin Box
Page Scroll	Ctrl+Left Button Click
Create Object with handles	Double Click on the Tool
(for Text, Title and Picture Boxes)	
Open Files from File Manager	Drag Drop InPage File
Import Picture from File Manager	Drag Drop Picture File
if a Picture Box is active	
Import Text from File Manager	Drag Drop Text File
if a Picture Box is active	